The Erate Validation Report is available to provide the qualified population Free and Reduced lunch counts that are used to calculate the percentage of discount when applying for Erate funding. The data is generated from the official Fall Membership submitted by Districts each year. In the event of audit, it is essential that the data be accurate and verifiable.

It is recommended that Districts / Schools/ ESUs access a copy of this F/R Membership report around November 5th annually and retain it as part of Erate required documentation.

*Note: A valid login and permission are required to access the report tool.*

1. Login to the NDE Portal at [http://portal.nde.state.ne.us/](http://portal.nde.state.ne.us/)

2. Click on the tab labeled “Student & Staff (NSSRS)”
3. Click on the link for **NSSRS Validation**
   If this link does not appear in your Available links, contact the Help Desk for access.

4. Hover over the tab labeled **Verification Reports** and click on the **Student** option.

5. This screen provides several reports. Scroll to **Erate Report** and click on “**View Report**”.
6. The system will generate a report that is suitable documentation for the Schools and Libraries Program of the Universal Service Fund. Print and obtain the Superintendent’s signature. This is your documentation. Districts, ESUs, and the State CIO may require copies of this report for Erate document retention requirements.

7. When finished, click on “Exit” and sign out of the Portal as usual.

8. Contact the NDE Help Desk at 888-285-0556 if you have any difficulty generating these reports.